

MEMORANDUM FOR: Executive Advisory Group Members

SUBJECT : Minutes of the 14 June 1977 Executive Advisory Group Meeting.

1. The Executive Advisory Group (EAG) met on 14 June 1977 to discuss personnel management issues. Mr. Knoche was unable to attend.

2. The first issue, previously discussed at the 10 May meeting, was the Agency's unique overtime policy, by which CIA restricts overtime compensation for personnel in grades GS-12 and above to payment only after the first eight hours of overtime. The EAG had deferred making a decision on changing this policy, to conform with practices of other Government agencies, pending an estimation of financial implications. The Office of Personnel (OP) had since pointed out that this could not be done properly except through a survey or a time-and-attendance report trial period. Mr. Taylor said he could provide only a very rough estimate of cost: about \$1-2 million per year. Dr. Stevens asked what benefits the Agency provides its employees that might compensate them for their disadvantage with respect to overtime. Several such benefits were identified by Messrs. Blake, Janney, and [redacted]. EAG members did not sense that employees were particularly upset about CIA's policy; there seemed to be no pressing reason for change. It was determined to convey this issue to Mr. Knoche for his final decision.

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3. The second issue was the Agency's single-grade promotion policy, which disallows the two-grade-at-a-time promotion of professionals between grades GS-07 and GS-11, which other Government agencies practice. EAG decision on this, too, had been deferred at the 10 May meeting until a cost estimate could be determined. OP had constructed an estimate of \$710 thousand yearly. EAG members expressed differing views on the merits of changing the policy. Complaints were most vocal in NPIC. It was agreed that OP should assess the impact of a policy change on employees currently in grades GS-08 and GS-10, prior to a decision.

4. Mr. Taylor reminded EAG members that Mr. Kroche had asked that he and Mr. Janney consult with the EAG on his list of 15 suggested personnel management topics, in order to launch work on priority items. In Mr. Kroche's absence, Mr. Taylor said he and Mr. Janney recommended that the EAG concentrate first on a review of the Agency's senior-graded employees. The need for such review is emphasized by the prospect that many of these employees may be expected to retire within the next three years. A proposed procedure for accomplishing the review was discussed. The EAG approved the general approach and agreed upon several changes in procedure. Mr. Janney was asked to re-write the procedure within the next few days and set a definite time schedule for reviewing the four grades involved.



✓ James H. Taylor
Secretary

cc: Mr. Janney

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